

98th ASG

E0 Complaint Checklist

Actions of the commander upon receipt of complaint

- ? Complainant was sworn to the complaint.
- ? DA 7279-R signed in block 9a by the Complainant.
- ? DA 7279-R signed in block 9a by the commissioned officer administering oath.
- ? DA 7279-R signed in block 9b by the person receiving the complaint.
- ? DA 7279-R signed in block 10a by the commander acknowledging receipt of the complaint.
- ? GCMCA notified within 72 hours of receiving the complaint.
- ? Commander's Investigation.
- ? Appoint IO conduct AR 15-6 Investigation.
- ? Commander's reprisal prevention plan completed.
- ? Commander's reprisal prevention plan included as an exhibit in the Investigating Officer's report.

Timeliness of action.

- ? Investigation completed within 14 calendar days (this includes providing a written response to the Complainant and alleged Perpetrator about the outcome of the case).
- ? Extension requested from the next higher commander (30 days maximum).
- ? Commander informed Complainant of extension
 - ? Extension duration
 - ? Reason for extension
- ? Commander informed alleged Perpetrator of extension
 - ? Extension duration
 - ? Reason for extension
- ? Commander informed GCMCA 20 calendar days after complaint received and every 14 days thereafter until final resolution.

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- ? Commander provided periodic feedback to the Complainant throughout the process.
- ? Commander provided periodic feedback to the alleged Perpetrator throughout the process.

Conduct of the investigation.

- ? Investigating Officer provided a copy of appointment orders.
- ? Investigating Officer provided a copy of the DA 7279-k listing allegations to be investigated.
- ? Investigating Officer reviewed AR 15-6 prior to starting investigation.
- ? Investigating Officer reviewed AR 600-20 (Chapter 6, 7 & Appendix E).
- ? Investigating Officer met with servicing SJA or legal advisor to review investigation procedures prior to starting investigation.
- ? Investigating Officer met with EOA prior to investigation to develop questions to be addressed prior to starting investigation.
- ? Investigating Officer interviewed every individual with first-hand knowledge of facts concerning allegations.
- ? Investigating Officer interviewed the person who received the complaint
- ? Investigating Officer interviewed the Complainant.
- ? Investigating Officer interviewed any named witnesses
- ? Investigating Officer interviewed the alleged Perpetrator.
- ? Investigating Officer secured copies of any documents that might substantiate testimony of the Complainant, alleged Perpetrator, or witnesses.
- ? Investigating Officer noted concerns or observations of unit policy, procedures, individual leadership, or management techniques that may have a dysfunctional effect on unit climate and foster discriminatory behavior and/or a hostile environment.
- ? Investigating Officer provided recommendations consistent with findings.
- ? EOA reviewed Investigating Officer's report prior to submitting it to the commander.

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- ? EOA attached a memorandum documenting his/her review and recommendations.

The following items must be submitted/retained with the Investigating Officer's final report.

- ? Appointment orders as Investigating Officer.
- ? Copy of DA 7279-R with attached continuation sheet if needed.
- ? Copy of completed/initiated commander's plan to prevent reprisal.
- ? List of questions developed by EOA and IO.
- ? Statements/synopsis of interviews with all interviewees.
- ? Copies of supporting documents.
- ? Description/assessment of unit policies, procedures which may have contributed to perceptions of unlawful discrimination or sexual harassment within the unit.
- ? Written explanation of extenuating circumstances that prevented the IO from interviewing any named witnesses, complainants or alleged perpetrators.
- ? Memorandum documenting EOA review of the investigative report and recommendations.

Actions of the Commander upon receipt of the report of investigation.

- ? Commander submitted the investigative report to SJA for determination of legal sufficiency.
- ? Results of the investigation annotated in block 11a of DA 7279-R.
- ? Commander took corrective actions to preclude recurrence of discriminatory behavior.
- ? Commander addressed management deficiencies or other contributing factors that caused the allegations to be raised.
- ? Commander annotated actions taken (or to be taken) by the commander or chain of command in block 12a of DA 7279-R (specific actions taken against the Perpetrator will not be annotated on this form).
- ? Commander looked at why Complainant(s) raised unsubstantiated complaint(s).

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- ? Actions to resolve the complaint focused on changing inappropriate behavior of Perpetrator and avoided targeting the Complainant.
- ? Commander's written counseling discussed the results of the investigation corrective actions to be taken and the appeals process with the Complainant.
- ? Commander ensured that Complainant signed block 12e of DA 7279-R acknowledging that actions taken (or to be taken) by the commander or chain of command were discussed.
- ? Commander provided the Complainant with a copy of the results of the investigation (within the limitations of the Privacy Act and freedom of Information Act).
- ? Commander's written counseling discussed the results of the investigation, corrective actions to be taken, and the appeals process with the Perpetrator.
- ? Commander ensured that Perpetrator signed block 12e of DA 7279-R acknowledging that actions taken (or to be taken) by the commander or chain of command were discussed.
- ? Commander provided the Perpetrator with a copy of the results of the investigation (within the limitations of the Privacy Act and freedom of Information Act).

Appeals process

- ? Appeal submitted within 7 calendar days.
- ? Appeal submitted in writing on DA 7279-R, Part IV to the commander who conducted the investigation.
- ? Appeal referred to the next higher commander within 3 calendar days.
- ? Appeal authority completed investigation and provided Complainant written feedback within 14 days.